

Minutes from the 3/12/07 Personnel Board meeting held at the Primrose Fire station, Providence Pike, North Smithfield, RI.

The meeting of the North Smithfield Personnel Board commenced at 6:40PM with the following in attendance: Chairwoman Sue Bernier, Secretary Gary Lapierre, board members Renee Rapko and Michael Naylor. Town Administrator Robert Lowe was also in attendance.

Item #1. Minutes from the February 12th 2007 were approved with a motion by member Rapko, seconded by Secretary Lapierre, motion passed 3-0.

Item #2. Chair Bernier distributed a new list of town employee telephone extensions and new E-Mail addresses for the board. Member Rapko distributed Article XIII of the town charter that applies to the Personnel Board and Chapter 13 of the town ordinance which is the table of salaries and wages for elected, appointed, classified and non-classified employees. TA Lowe stated the police dispatcher's wages might change as there is a dispute over their wages because of the way their schedule is set up. TA Lowe will keep us advised of this as this might end up in court.

- Vice-Chair Thomas Furey arrived at 6:46pm.

- Member Rapko questioned if the shift differentials of the police dispatchers are included in the ordinance. TA Lowe stated that they are contractual and apparently they were not included, but should be in the new contract.

- Member Rapko read a portion of the minutes of the last meeting that had to do with the suggested way this board would assist with interviews/hiring. Member Rapko reiterated that the Personnel Board is in compliance with the town charter, noting that the Town Solicitor agreed with her scenario. Member Rapko stated the Board just has to treat all dept. heads the same and be consistent. Member Rapko stated many jobs are without formal job descriptions. As an example, Finance Director Gemma knows the criteria for positions and would know what she would be looking for in reviewing applications. The same would apply to other Department Heads. TA Lowe stated a professional firm is now working with the school dept. and would be taking on this task of writing job descriptions. TA Lowe anticipates this would cost a few thousand dollars.

- TA Lowe reported an advertisement was in the paper for police Dispatchers to fill in as per-diems with no benefits. Member Rapko asked about their pay scale. TA Lowe was not sure, but that it was lower than the Full-time and Part-Time Dispatchers. TA Lowe stated that there currently is a vacancy at dispatch and no other Dispatcher wants to work. As a result, a Police Officer would cover the dispatch, proving to be very costly to the town. TA Lowe stated he thought they would hire four or five Dispatchers. Secretary Lapierre stated he would assist with the per-diem Dispatcher positions.

- TA Lowe also stated that there will be an opening in the Planning Dept. as an employee from that dept. decided to try the vacant Clerk/Dispatcher position in the Highway dept. TA Lowe stated that, per the CBA, this employee has thirty days to try this position and

could return back to Planning.

- Member Rapko asked for a copy of the union contract. TA Lowe stated the contract was ratified but they are still are working on a couple of minor details. The board agreed to wait until these are worked out then obtain a copy.
- Member Rapko reported that Doreen Danko had been hired for the PT. position in the Accounting Dept.

Item#3. Tabled for future meeting.

Item#4. Chair Bernier read and distributed a letter from Police Chief Steven Reynolds. This letter has to do with the upcoming promotional examinations and promotional personal interviews for various positions. Chair Bernier asked the Board if anyone could assist with the exams/interview process. The consensus of the Board was that a Board member did not have to be in attendance at the written/oral exam but should be present during the personal interviews. Vice Chair Furey and Member Rapko would work something out between themselves and get back to the chair in order to have all day Board member presence.

Item#5: Motion to adjourn by Member Rapko. Seconded by Secretary Lapierre. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

Gary R. Lapierre
Secretary